



Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



DME_Dean_DMS_2021_03

8 January 2021

Notice

Thrive, DME Mentoring Cell is organizing 7 Days MS office 365 tools workshop for students of BBA Sem1 , Batch 2020 as per the following schedule;

1	11.01.2021	Monday	Powerpoint and Sway
2	12.01.2021	Tuesday	Word & Publisher
3	13.01.2021	Wednesday	Excel
4	14.01.2021	Thursday	Excel
5	15.01.2021	Friday	Visio
6	16.01.2021	Saturday	Revision and Doubt Solving of day 1-day 5
7	17.01.2021	Sunday	Online Exam

All the BBA Sem 1 students must attend the session.

Event coordinator: Mr. Bhupinder Singh

The poster features the DME logo and Delhi Metropolitan Education name at the top. It includes the text 'Seven Days Seven Office 365 Tools Workshop' and the dates '11-17th January, 2021'. The central image shows various Office 365 application icons (Word, Excel, PowerPoint, Outlook, OneDrive) on a laptop. To the right, the Office 365 logo is displayed above icons for Word, Excel, PowerPoint, OneDrive, and Teams. Below this, it says 'For BBA Sem One by THRIVE DME Mentoring Cell'. At the bottom left, a Zoom logo is shown with the meeting ID '936 4103 9778' and passcode 'dmebba'. The bottom of the poster contains contact information: 'B 12, Sector 62, Noida', 'Tel.: 7042667951, 7042667516', and social media links for 'dme.ac.in', 'f/dmenoida', 'i/dmenoida', and 'in/dmenoida'.

Poorva Ranjan

Prof. (Dr.) Poorva Ranjan
Head, DME Management School